

SMP Deliberation Procedures

(Including addition of consent vote for narrative chapters)

Voting Procedures

- 1) Informal Votes
 - a) By show of hands
 - b) No motion necessary
 - c) Go around table for positions as necessary
 - d) Chair identifies who voted yes or no or abstained
 - e) Applies to:
 - i) Review of text as edited by subcommittee/staff
 - ii) Review of tables with subcommittee options
 - iii) Voting procedures
 - iv) Consideration of other proposals (e.g., designation/sub-designation hybrid)
 - f) Reconsideration of informal votes
 - i) Must be moved and seconded by Commissioners who voted on prevailing side
 - ii) Anyone can move reconsideration if there was no majority position
 - iii) Majority must approve motion to reconsider
 - iv) Use informal vote process for issue being reconsidered

- 2) Formal Votes
 - a) Go around table to identify positions
 - b) Requires motion and second
 - c) Try to reach majority recommendation if no majority
 - i) Chair asks if anyone would like to change vote
 - ii) If no one changes their vote, split vote stands
 - d) Chair asks if anyone would like to reserve right to provide minority/majority report, or position report if no majority
 - i) Not mandatory even if right has been reserved
 - ii) Doesn't preclude providing report later
 - e) Applies to:
 - i) Final votes on chapters and tables
 - ii) Adoption of rules
 - iii) Final vote on entire package
 - f) Reconsideration of items after formal vote has been taken
 - i) Must be moved and seconded by Commissioners who voted on prevailing side
 - ii) Majority must approve motion to reconsider
 - iii) Use formal vote process (including motion and second) for issue being reconsidered

- 3) Final Vote
 - a) After formal votes on all chapters, tables, and maps
 - b) Vote held on entire SMP proposal
 - c) Follow formal vote process
 - d) Can reserve right to provide minority or majority opinion on entire package or any component
 - e) Staff will provide final date for submission of majority/minority reports

Review Procedures

- 1) Chapter text as edited by SMP Committee or full Commission (track changes version)
 - a) Initial review
 - i) Consent items
 - (1) Chair indicates sections/subsections that weren't changed by SMP Committee
 - (2) Chair states that these sections/subsections will be voted under a single consent vote unless removed from the consent list by any Commissioner
 - (3) Chair asks if any Commissioner would like to pull a section/subsection from consent vote
 - (4) Informal vote held on remaining sections/subsections on consent list
 - ii) Chair goes through chapter by page(s) or section(s) excluding sections/subsections accepted via consent vote
 - iii) Staff explains edits where necessary
 - iv) Informal votes on proposed changes
 - v) If no changes requested or further changes are minor, hold formal vote
 - vi) If staff needs to make changes or if items were tabled, vote on elements of chapter that were not changed or tabled
 - vii) Staff notes changes, accepts items that were not changed, and makes new revisions for second review
 - b) Additional reviews
 - i) Chair goes through new changes and tabled items only
 - ii) If no changes are requested or further changes are minor, hold formal vote
 - iii) If changes are made that require further staff work and further review:
 - (1) Vote on elements that were not changed
 - (2) Staff accepts items that were not changed, and makes new revisions for next review
 - (3) No changes to text that has already been approved
 - iv) Repeat additional review process (if necessary).
- 2) Chapter 6 use/setback/height tables with options from SMP Committee
 - a) Initial review

- i) Staff provides table with color coding for consent and non-consent items
 - ii) Chair asks members for any general questions for staff
 - iii) Votes apply to all reaches within designation/sub-designation unless Commissioners allow exception through informal vote process
 - iv) Consent items
 - (1) Chair indicates consent items
 - (2) Includes all items on which SMP Committee reached consensus
 - (3) Chair asks if any Commissioner would like to pull a consent item(s) from list
 - (4) Pulled items moved to non-consent list
 - (5) Informal vote held on all remaining consent items
 - v) Non-consent items
 - (1) Chair goes through items by use/use group within a designation/sub-designation
 - (2) Chair identifies options from Committee and number of votes for each
 - (3) Allows opportunity for questions and discussion
 - (4) Commissioners state positions
 - (5) A Commissioner can propose new option; must be adopted using informal vote process
 - (6) Hand vote on options
 - (7) If no option receives a majority vote, Chair asks if anyone would like to change their vote to another option or offer compromise position
 - (8) If a majority cannot be reached, the no-majority proposal stands
 - vi) If no items have been tabled, hold formal vote on entire designation/sub-designation
 - vii) If items have been tabled, hold informal vote on elements of designation/sub-designation that were not changed
- b) Additional reviews
- i) Staff provides table reflecting Commission votes from initial review
 - ii) Staff explains tabled items and related questions
 - iii) Chair goes through tabled items only using non-consent process above
 - iv) If no additional items are tabled, hold formal vote on designation/sub-designation using formal vote process
 - v) If additional items are tabled, repeat additional review process.
- 3) Parking lot – Includes items that have been discussed by Committee or Commission but tabled for further discussion/action. The parking lot list is not intended for decisions that have already been made (see reconsideration process).
- a) Use as checklist
 - b) Make sure we address each item
 - c) Any Commissioner can add item to list, with consent of full Commission
 - d) Address items as they come up in chapter and table reviews.